



Minutes of the Regular Meeting  
of the Board of Directors of the Rowland Water District  
June 13, 2023 – 6:00 p.m.  
3021 Fullerton Road  
Rowland Heights, CA 91748

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**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF DIRECTORS**

Vice President John Bellah  
Director Robert W. Lewis  
Director Anthony J. Lima

**ABSENT:**

Szu Pei Lu-Yang (excused absence)  
Vanessa Hsu (excused absence)

**OTHERS PRESENT:**

Ryan Guiboa, Legal Counsel, Best, Best & Krieger  
Erin LaCombe, CV Strategies  
Tara Bravo Mulally, CV Strategies  
Mike Ti, TVMWD  
Sylvie Lee, TVMWD  
Jeff Helsley, Stetson Engineers  
Stan Chen, Stetson Engineers

**ROWLAND WATER DISTRICT STAFF**

Tom Coleman, General Manager  
Dusty Moisio, Assistant General Manager  
Myra Malner, Director of Finance  
Allen Davidson, Director of Operations  
Gabby Sanchez, Executive Assistant  
Brittnie Gildea, Education and Outreach Coordinator

**ADDITION(S) TO THE AGENDA**

Upon motion by Director Lima, seconded by Director Lewis, the Board unanimously approved adding to the Consent Calendar an additional line item for the consideration of scheduling a Special Board meeting on Tuesday, June 27, at 6:00 p.m. (Motion pass 3-0)

**1. ANNUAL WATER SUPPLY DEMAND ASSESSMENT REPORT PREPARED BY STETSON ENGINEERS**

The Board was asked to consider approval of the Annual Water Supply and Demand Assessment Report included in the Board packet. Allen Davidson, Director of Operations, advised that this report provides an evaluation of the District's annual water supply and demand. He noted that the report concluded that the District's water supplies are projected to meet the monthly potable and non-potable unconstrained water demands for the coming fiscal year. General Manager Tom Coleman then advised that completion and submittal of this report fulfills California Water Code 10632 requirements for the Annual Assessment.

Following discussion, upon motion by Director Bellah, seconded by Director Lima, the Board unanimously approved and filed the Annual Water Supply and Demand Assessment Report of Fiscal Year 2023-24, and directed staff to submit the report to the California Department of Water Resources by July 1, 2023. (Motion pass 3-0)

**2. CONSENT CALENDAR**

Upon motion by Director Lewis, seconded by Director Lima, the Consent Calendar was unanimously approved as follows:

- 2.1** Approval of Minutes of Regular Board Meeting Held on May 2, 2023
  - 2.2** Approval of Minutes of Special Board Meeting Held on May 23, 2023
  - 2.3** Demands on General Fund Account for April 2023
  - 2.4** Investment Report for April 2023
  - 2.5** Water Purchases for April 2023
  - 2.6** California Reservoir Conditions
  - 2.7** Schedule a RWD Special Board meeting on Tuesday, June 27, 2023, at 6:00 p.m.
- (Motion pass 3-0)

Next Special Board Meeting: June 27, 2023, 6:00 p.m.

Next Regular Board Meeting: July 11, 2023, 6:00 p.m.

**3. ACTION ITEMS**

**3.1 Review and Approve Directors' Meeting Reimbursements for May 2023**

Upon motion by Director Bellah, seconded by Director Lewis, the Board unanimously approved the Directors' Meeting Reimbursement Report as presented. (Motion pass 3-0)

**3.2 Review and Approve Rowland Water District Operations and Capital Improvement Budget for Fiscal Year 2023-24 Budget**

Myra Malner, Director of Finance, presented the FY 2023-2024 Rowland Water District Budget comprised of total Revenues in the amount of \$30,372,500; total Expenses in the amount of \$23,256,700; and net income before debt service and capital expenses in the amount of \$7,115,800.

Upon discussion by the Board and staff, a motion was made by Director Lima, seconded by Director Lewis and unanimously carried (3-0), to adopt the Fiscal Year 2023-2024 Rowland Water District Operations and Capital Improvement Budget as presented in the Board packet.

### **3.3 Puente Basin Water Agency (PBWA) FY 2023-24 Budget**

Following discussion, a motion was made by Director Lewis, seconded by Director Lima and unanimously carried, to ratify the Puente Basin Water Agency FY 2023-2024 budget. (Motion pass 3-0)

### **3.4 Review and Approve Reimbursement Agreement Between City of Industry and Rowland Water District for the Relocation of Water Line for Colima Road Widening Project**

General Manager Tom Coleman referred to the draft reimbursement agreement included in the Board packet. He discussed agreement terms, in particular the fulfillment of financial obligations as agreed upon by the City of Industry and Rowland Water District representatives.

Following discussion, upon motion by Director Lima, seconded by Director Lewis, the Board unanimously approved the Reimbursement Agreement between the City of Industry and Rowland Water District for the Relocation of Water Line for Colima Road Widening Project. (Motion pass 3-0)

### **3.5 Rowland Heights Buckboard Days Parade and Festival 2023 Sponsorship**

Upon motion by Director Lewis, seconded by Director Lima, staff was instructed to move forward with the 'Event' sponsorship level for the Rowland Height's Buckboard Days Parade & Festival and further directed staff continue with preparatory tasks in relation to the District's participation in these events. (Motion pass 3-0)

### **3.6 Consider Support of Candidate for California Special District Association (CSDA) Board of Directors Southern Network Seat C for 2023 Election**

Upon motion by Director Lima, seconded by Director Lewis, General Manager Tom Coleman was directed to submit vote, on behalf of the District, for Municipal Water District of Orange County (MWDOC) Director Al Nederhood, in the election for CSDA Board of Directors, Southern Network Seat C. (Motion pass 3-0)

## **4. PUBLIC RELATIONS**

### **4.1 Communications Outreach (CV Strategies)**

Ms. Erin LaCombe reported on communications outreach activities performed by CV Strategies on behalf of the District during the month of May 2023. In relation to their assistance with customer-targeted communications, she advised that they continue to collaborate with RWD staff on the Water Quality Report which is scheduled to publish on July 1, 2023, with the full report available to customers via the District's website.

### **4.2 Education Update**

Education and Outreach Coordinator Brittne Gildea advised that the District is wrapping up with last session of its landscape series classes on Thursday, June 15, 2023, at 4:30 p.m. However, the District will participate in the Los Angeles County's four (4) Concerts in the Park at Carolyn Rosas Park. Ms. Gildea concluded her report by showcasing before and after landscape pictures of those that participated in the District's Landscape Makeover Program.

## **5. DISCUSSION OF UPCOMING CONFERENCES, WORKSHOPS, OR EVENTS (INCLUDING ITEMS THAT MAY HAVE ARISEN AFTER THE POSTING OF THE AGENDA)**

### **5.1 Board members were informed of the ACWA Region 8 'Thriving Amidst Perpetual Water Shortages Tour' scheduled for July 13, 2023, as a matter of possible interest.**

- 5.2 Upon motion by Director Lewis, seconded by Director Bellah, the Board approved payment of per diem and expenses incurred in relation to attendance to the Urban Water Institute 30<sup>th</sup> Annual Conference scheduled for August 23-25, 2023. (Motion pass 3-0)

**6. LEGISLATIVE INFORMATION**

Although there were no legislative matters to come before the Board, Mr. Coleman advised that a representative of the District's lobbyist firm, Reeb Government Relations, may attend the July Board meeting to provide a verbal report on legislative matters of interest.

**7. REVIEW OF CORRESPONDENCE – None.**

**8. COMMITTEE REPORTS**

**8.1 Joint Powers Insurance Authority – None.**

**8.2 Three Valleys Municipal Water District –** Directors Bellah and Lima spoke on business matters from the June 7, 2023, TVMWD Board meeting.

**8.3 Association of California Water Agencies –** General Manager Coleman spoke on matters pertaining to ACWA's 2023 election.

**8.4 Puente Basin Water Agency (PBWA) –** Directors Lewis and Lima reported on business matters from the June 1, 2023, Agency meeting.

**8.5 Project Ad-Hoc Committee – None.**

**8.6 Regional Chamber of Commerce –** Director Lewis reported on the June 12, 2023, Government Affairs Committee meeting.

**8.7 P-W-R Joint Waterline Commission –** Directors Bellah and Lima reported on the business matters from the June 8, 2023, Commission meeting.

**8.8 Sheriff's Community Advisory Council – None.**

**8.9 Rowland Heights Community Coordinating Council (RHCCC) –** Director Bellah reported on the RHCCC meeting held on June 12, 2023.

**8.10 Local Agency Formation Commission – None.**

**9. OTHER REPORTS, INFORMATION ITEMS AND COMMENTS**

**9.1 Finance Report**

Director of Finance, Myra Malner, presented a year-to-date Financial Dashboard containing comparative graphs of Revenue and Expense by Category and Consumption by Class through April 2023.

**9.2 Operations Report**

Director of Operations, Allen Davidson, provided the Board with field operations tasks completed during the month of May 2023 (as listed below):

- Water Samples – 162

- Site Inspections - 88
- Service Orders Completed - 424
- Meters Replaced - 2
- Modules Replaced - 1
- Dig Alerts – 386
- Service Lines Replaced- 6
- System Valves Replaced- 0
- Air Releases Inspections - 41
- Recycled Water Inspections – 16

### **9.3 Projects Update**

Assistant General Manager Dusty Moisio reported on the Colima Widening Project and details pertaining to the projects' scope of work.

Mr. Moisio then provided an overview of the District's internal Emergency Preparedness Working Group. He shared the group's objectives in relation to emergency preparedness and elaborated on the drills and exercises staff members have participated in to heighten awareness and response to critical situations.

**9.4 Personnel Report** – In regards to personnel related matters, General Manager Tom Coleman advised that the District recently hired a Maintenance I staff member, Ryan Bernal. He also mentioned that the recruitment for the Education and Outreach internship closed and a candidate was selection. The District hopes to have the inter on board by July 2023.

**10. ATTORNEY'S REPORT** – None.

### **12. ADJOURN TO CLOSED SESSION**

A Closed Session was not held in connection with the items listed below:

**a. Conference with Real Property Negotiator – [§54956.8]**

Property: Portion of Property Located at  
839 S. Azusa Ave., City of Industry, CA  
District Negotiator: Tom Coleman, General Manager  
Negotiating Parties: City of Industry  
Under Negotiation: Price and Terms

**b. Conference with Real Property Negotiator – [§54956.8]**

Property: Assessor Parcel Numbers 8266-002-900, 8266-002-901 and  
8269-003-903  
District Negotiator: Tom Coleman, General Manager  
Negotiating Parties: Puente Hills Habitat Authority  
Under Negotiation: Price and Terms of Payment

**Closed Session Announcements** – It was reported that no reportable action taken as closed session was not held.

**General Manager's and Directors' Comments** – None.

**Future Agenda Item(s)** – None.

**Late Business** – None.

A motion was made by Director Lima, seconded by Director Lewis, and unanimously carried to adjourn the meeting. The meeting was adjourned at 8:01 p.m.

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JOHN BELLAH  
Board Vice President

Attest: \_\_\_\_\_  
TOM COLEMAN  
Board Secretary